

Minimum Qualification Specifications
for the Classes:

CONSERVATION AND RESOURCES ENFORCEMENT ASSISTANT
ADMINISTRATOR
(CONSVTN & RESCS ENFC ASST ADMR)

CONSERVATION AND RESOURCES ENFORCEMENT ADMINISTRATOR
(CONSERVATION & RESCS ENFC ADMR)

Prerequisite Knowledge and Abilities Required

Knowledge of: A comprehensive knowledge of the laws, rules and regulations relating to forests, fish and wildlife, public lands and waters, State parks, historic sites, natural areas and scientific reserves and coastal zones; principles and practices of inspection, investigation, and enforcement; and principles and practices of supervision and management.

Ability to: Plan, direct, coordinate, evaluate, and manage operations of an enforcement program; establish and maintain effective working relationships with other programs, other agencies, and the general public; analyze and interpret data; interpret rules and regulations; prepare clear and concise reports, articles, and bulletins; make decisions requiring technical and administrative judgment; direct enforcement staff and activities; and speak before groups.

In addition, the following knowledge and abilities are required for the class Conservation and Resources Enforcement Administrator: Knowledge of the principles and practices of administration; governmental budgeting; public relations; and the Ability to develop and administer an enforcement program; draft laws and regulations; and prepare program plans and budgets.

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	Specialized Experience (Years)	Managerial Experience (Years)	Administrative Experience (Years)	Total Experience (Years)
Conservation & Resources Enforcement Asst Administrator	2	1	*	3
Conservation & Resources Enforcement Administrator	2	1	1	4

Specialized Experience: Responsible work experience as an independent worker in the enforcement of conservation and resources laws, rules and regulations such as those which provide for the protection and conservation of fish and wildlife, conservation district resources, boating and ocean recreation management areas, and other public lands, waters and resources. The work must have involved detecting and investigating violations, collecting and reporting facts and evidence pertaining to such violations, and enforcing and promoting compliance. This experience must have included all powers and authority of a police officer.

Managerial Experience: Responsible managerial work experience in the enforcement of conservation and resources laws, rules and regulations as described above. The work must have demonstrated the ability to establish and maintain effective working relationships with others, prepare clear and concise reports, and included the following elements:

- 1) Directing and managing operations; developing and implementing operational plans, policies and procedures; analyzing and evaluating program activities and operations to identify current and future needs and problem areas; developing sound solutions to improve the effectiveness and efficiency of operations; and planning, organizing and evaluating and coordinating program activities to attain objectives within time, resource and budgetary limitations;
- 2) Solving complex enforcement problems and providing expert advice to others regarding enforcement principles, methods and techniques and laws, rules and regulations relating to conservation and resources law enforcement; and
- 3) Supervising the work of conservation and resources law enforcement officers which included planning, organizing, scheduling and directing the work of others; assigning and reviewing their work; advising them on

difficult work problems; training and developing subordinates; and evaluating their work performance.

Administrative Experience: Administrative experience which involved active participation in, and major responsibility for, the development, management, execution and coordination of policies and programs.

*For the Conservation and Resources Enforcement Assistant Administrator, administrative aptitude rather than actual administrative experience may be accepted. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; and/or providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Other Requirements

The duties and responsibilities of the classes require the incumbents to meet all federal and State regulations pertaining to the carrying, use and/or possession of firearms and ammunition.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes CONSERVATION AND RESOURCES ENFORCEMENT ASSISTANT ADMINISTRATOR and CONSERVATION AND RESOURCES ENFORCEMENT ADMINISTRATOR, which were approved on April 3, 2001.

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